

## **JOB DESCRIPTION**

**Department:** Parks and Recreation  
**Position:** Skating Center & Pool Manager  
**Reports To:** Recreation Director  
**Category:** Full-Time/Non-Exempt (40-hour regularly scheduled workweek)  
**Date:** August, 2015

### **Definition:**

This position is primarily responsible for ensuring the day-to-day preparedness and operation of the Riverside Skating Center and the West Lafayette Municipal Pool. Position will supervise and assist in training guards and cashiers in the daily operation of these facilities.

### **Relationships:**

This position reports to the Recreation Director. He/she is responsible for a significant level of judgment in carrying-out assigned tasks and for the supervision of part-time and seasonal staff. Daily contact with the general public.

### **ESSENTIAL JOB FUNCTIONS AND DUTIES**

- Responsible for the supervision and scheduling of personnel, including recruiting, hiring and training seasonal personnel. Also responsible for customer service training, first aid instruction, pool and ice rink training, cash handling procedures and maintenance instruction to all seasonal staff.
- Responsible for preparation and administration of the operating and capital improvement budget for the rink and pool.
- Responsible for marketing and scheduling of the rink and pool to provide a comprehensive program on a year-round basis, including special events.
- Ensure that the facilities are maintained at a high quality.
- Responsible for ensuring compliance with state and federal safety requirements including all reports and submission of water samples according to State Board of Health.
- Position requires that all members of the management and maintenance staff be trained to operate the Zamboni Ice Resurfacer, skate sharpening equipment, various other mechanical equipment, and routine handling of chemicals related to rink and pool operations.
- Responsible for developing and implementing policies and procedures for maintaining the skating center and rink in a manner in keeping with national, state and local facility maintenance standards.
- The ability to instruct, assign, supervise, and evaluate staff in the performance of their duties.

### **MINIMUM QUALIFICATIONS**

- Must possess current certification in American Red Cross Lifeguard Training, CPR & First Aid certification, and AED training.
- Minimum high school diploma or equivalent. Secondary education in Physical Education, Recreation Administration, and/or equivalent experience preferred.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.
- Ability to work under pressure and handle stressful situations.
- Excellent public relations skills.
- Ability to coordinate multiple projects simultaneously, meet deadlines and prioritize efficiently.
- Ability to work with the public and co-workers in a positive manner.
- Communicate effectively and tactfully in written and verbal English.

- General knowledge of budgetary and purchasing procedures and of pool and/or ice rink operations.
- Ability to use good judgment and make decisions related to public safety and operation of facilities.
- General knowledge of computer and office equipment.

### **DESIRED QUALIFICATIONS**

- Certified Pool Operator
- Red Cross Water Safety Instructor or equivalent
- Minimum of two years experience as a manager of a public or private pool.
- General knowledge of department policies and procedures.
- Mechanical aptitude with electrical systems, plumbing, pool and refrigeration systems.

### **WORKING ENVIRONMENT**

Flexible schedule during pool and ice rink seasons required which may involve working holidays, weekends and evenings. Outdoor work is performed in all weather conditions, including wet, extreme heat and cold. Working with chemicals are factors in this position. Physical exertions to manually move, lift, carry, or push heavy objects up to 50 pounds unassisted. Climbing in and out of the swimming pool, up and down ladders. The noise level in the work environment is moderately loud at times. Off season work will be in an office environment.

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Skating Center & Pool Manager describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained in this description and any subsequent revisions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This job description does not constitute an employment agreement.** Nothing in this job description restricts the City of West Lafayette's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.